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# LUVIT Resource Centre 1.4

# User Manual

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LUVIT

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# 1 The Portal

## 1.1 Log-in

Fill in the empty field beside **Username** with your e-mail address and the field **Password** with your personal password. Click on the button *Log-In*.

If you do not have any password, please contact your educator or the responsible administrator of LUVIT.

## 1.2 Self Registration

### 1.2.1 Introduction

If you are not registered as a permanent user of the system you can register yourself as a guest through the button *Self Registration*. Self-registering means that you will be able to reach a Course Catalogue with courses offered to guests.

**Note:** If you do not see any Self Registration button, the owner of the system has decided not to offer this facility.

### 1.2.2 How to do it

Click on the button *Self Registration*. Read the text that pops up in a separate window. If you agree with the information, click on “Yes, I agree”. If you don't, click on the *Back* button.

Fill in the form. First Name, Last Name and email address is compulsory. Country and Company is optional. Finish by choosing preferred system language from the drop down menu. Click the *OK* button.

You will now see a new window with the information you have just registered. Confirm by clicking the *OK* button.

A log-in password will instantly be sent to the email address you registered. Go to your email box and pick up the password.

Use the password you received and your email address to log-in as described in the Log-in chapter.

### 1.3 Free courses

Free Courses are courses that you can attend instantly, without registering or log in.

Just click on the *Free Courses* button on the log in page and a new window will pop up with a list of the Free Courses.

**Note:** If you do not see this button there is no free courses available at the moment.

To get more information of a course, click on the -icon in front of the course of interest.

To see coming events in a course, click the -icon.

To be moved to the course or more information, click on the -icon.

***Free Courses*** are as well available from the menu for those who have logged in.

### 1.4 NEWS

#### 1.4.1 News alert

Just below the header News you will find the **News alerts** (with the -icon in front of them). These are short messages, normally from the system administrator.

#### 1.4.2 News

Below the News alerts, you will find more extended **News**. Click on the underlined title of a piece of News and a new window will pop up in full text. Click on the *Close* button to shut down the window.

# 2 The Personal menu

## 2.1 The Menu

Below are two pictures of the user menu:

There are four ***main menus***: Personal, Course Catalogue, News and Log Out

Personal is your individual menu. From here you find the courses you are attending, your course history, a place to create your own CV and finally Preferences where you may change your password and the system language.

In the Course Catalogue / Courses you will find the total offer of courses in the portal.

In News you will find the same News that are presented on the Log in page.

## 2.2 My Courses

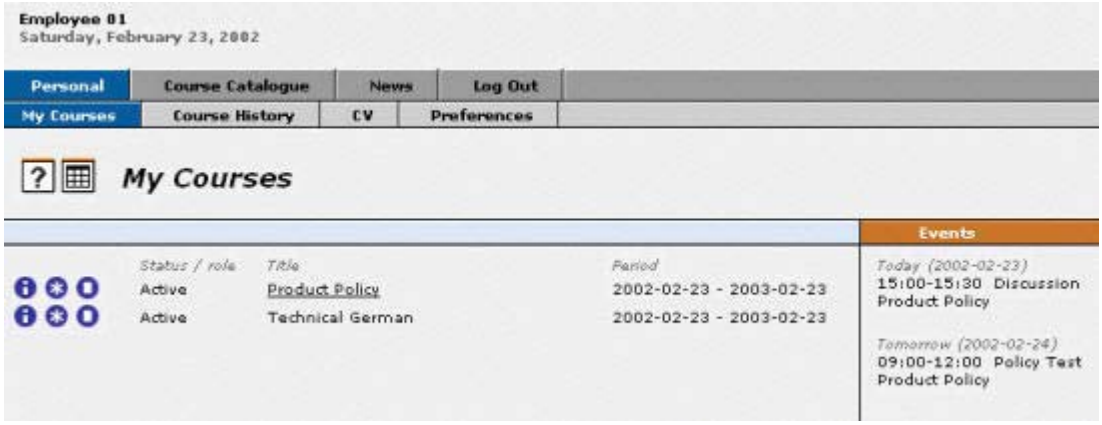
### 2.2.1 Introduction

You find the course(s) you are attending by clicking on the main menu **Personal** and then **My Courses**. Now click on the underlined course title to enter the course.

If the course is not underlined, this means that the course is a **non on-line** course. Then click on the info icon beside the titel instead to get information of where to go and what to do.

### 2.2.2 What's inside My Courses menu?

On this page you get a lot of information about the courses you are attending.

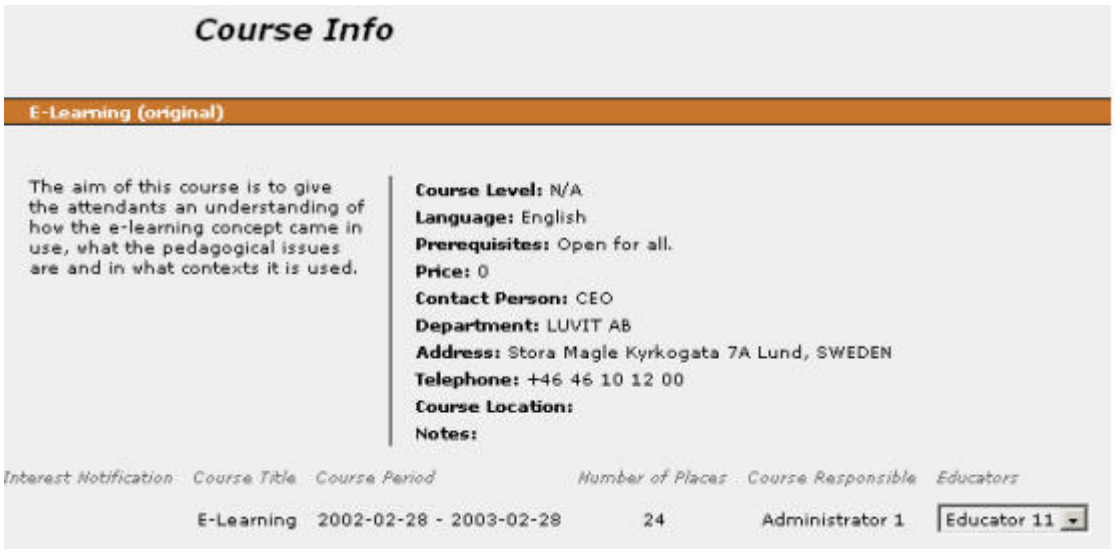



In the example above you can see that the course *Product Policy* is underlined. If you click on the Title of the course you will instantly be moved to the course. Below the grey header **Status / role** it says *Active* which means that this is an ongoing course. If the status is *Inactive* the course start date has not yet arrived. You can as well get information about the Course ***Period***. If it says *Recommendation* below status/role, it means that you have been recommended this course by someone. You are able to register yourself to this course whenever you please. Click on the -icon and follow the instructions.

### 2.2.3 Information about a specific course

If the course is an *on-line* course you will find all necessary information from the inside of the course. Click on the underlined Title of the course and follow the instructions that follow.

If the course is a *non on-line* course (=not underlined), click on the -icon in front of the title to get further information of where to go and what to do. There might as well be a link to some page with extended info.



### 2.2.4 Events information

If you click on the -icon you will get information on events planned by your educator. Take a look here now and then. There may be new events or old ones may be changed.

On the right hand side of the My Courses page (see the at page 6) you can see the titles of **Events** going on **"today"** and **"tomorrow".**

### 2.2.5 News from the Course

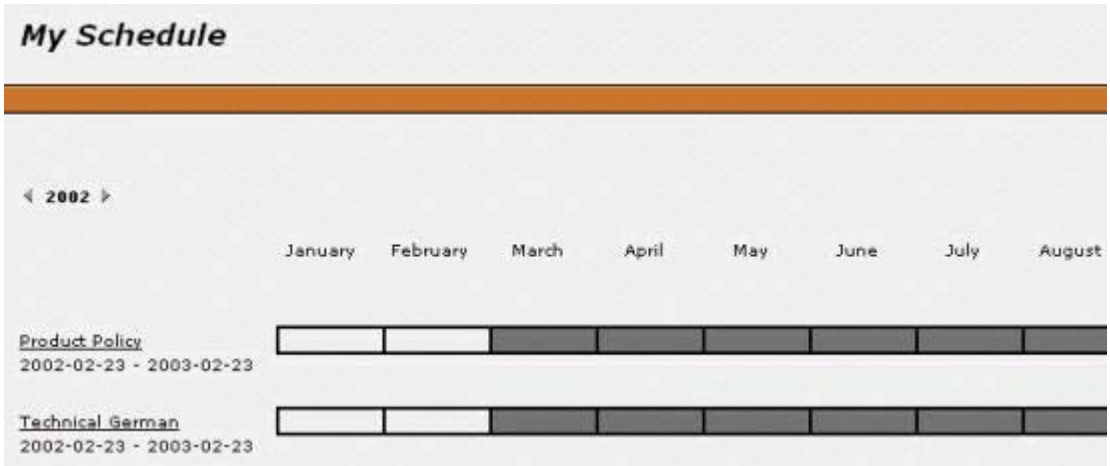
To get News belonging to a specific course, click on the -button, beside the Course Title. A new window will pop up with news that the educator or administrator of that course has produced from inside that course.

### 2.2.6 Manual

This symbol, , is a link to an on-line version of this manual. Just click on it to get there

### 2.2.7 Schedule

The symbol, , is a link to the schedules of the course(s) you are attending. If you click on it, a new window will pop up:

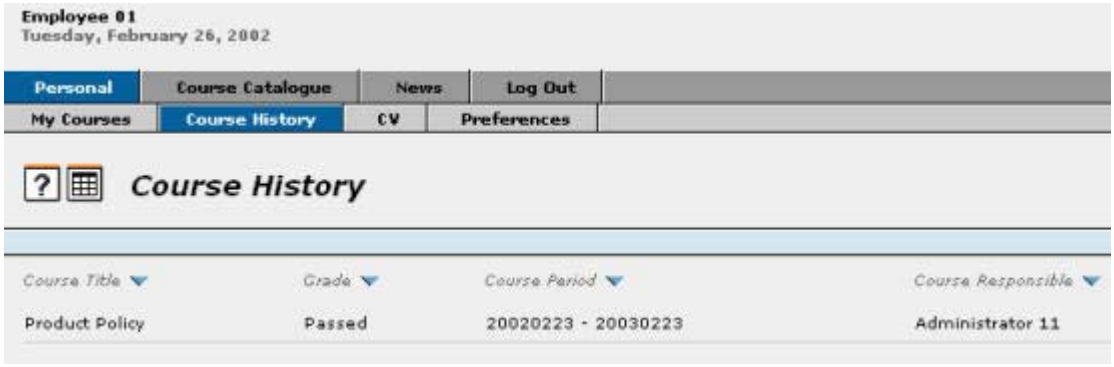


This window shows the duration of your courses during the current year. To see the next year, click on the right hand arrow beside the year in the upper left corner. To get a more detailed look, day by day, click on the course title and a new window pops up with that information.

## 2.3 Course History

### 2.3.1 Introduction

When you have finished a course, information about that course and your results will show up in the menu **Personal / Course History**. The definition of a finished course is that your educator has registered you as finished, with or without grades.



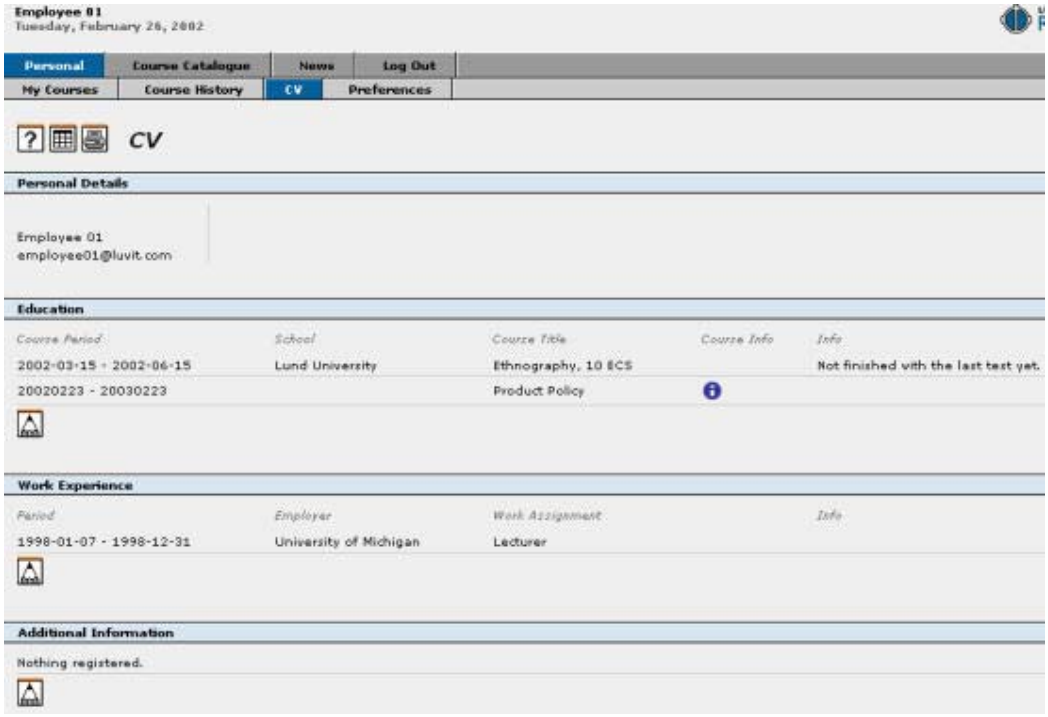

The history is displayed by Title, Grade, Course period and Course responsible. If the number of courses in the list are too many to get an easy overview, you can sort the list according to the headings by clicking on the blue arrows. Example: If you want to sort the list according to Course period dates just click on the arrow beside ***Course Period*** and courses will be listed with the latest course first.

Only LUVIT Courses will be registered in the Course History.

## 2.4 Curriculum Vitae (CV)

### 2.4.1 Introduction

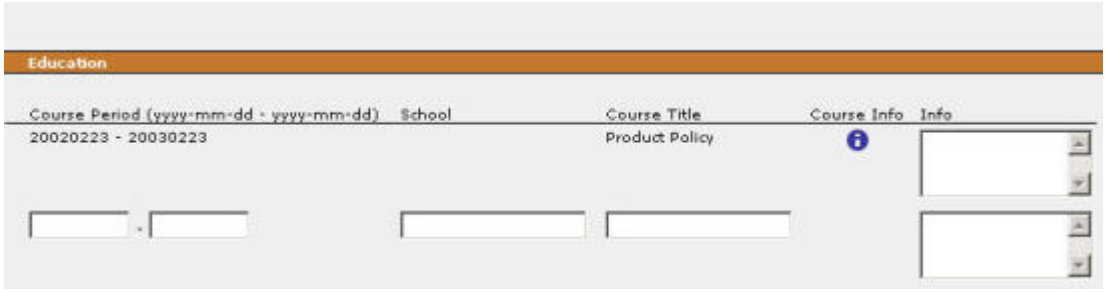
In the menu Personal / CV you find a facility for creating your personal CV. Information about finished LUVIT Courses are automatically transferred to the CV, below the header ***Education***. In addition, you can fill in former courses or education programmes you have attended, ***Work Experiences*** and ***Additional Information***.




The data in the first header, ***Personal Details*** are transferred from the administration part of LRC. If you want to change your personal details, please contact your local administrator or educator.

### 2.4.2 Add more information manually

To add information in some of the other fields, click on the - icon. You will now see a new window:




The picture above is an example of adding Educational information to your CV. To add Work experience and Additional information you act in the same way.

Fill in the dates of course start and course end, the name of the “school” which of course may be a university, other content providers or in-service training. Finally, fill in Course Title and, if desired, more information in the Info field. To add one more course, click on the - sign, and a new empty field will appear.

Finish by clicking on the OK button.

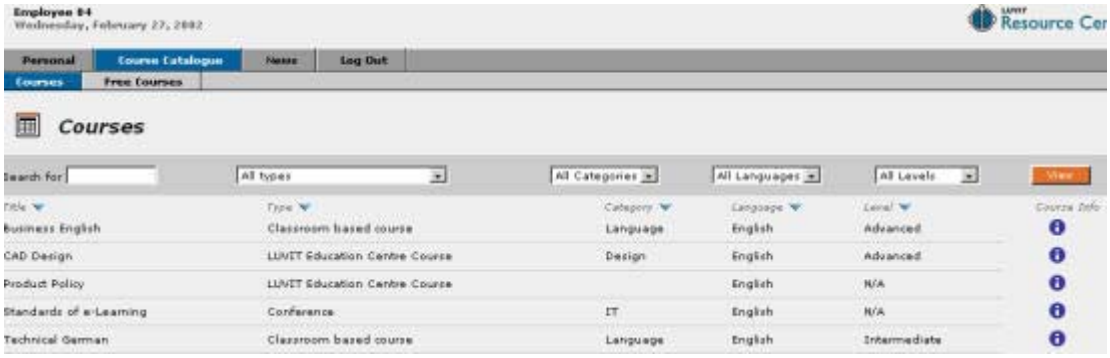
### 2.4.3 Print CV

To print out the CV, click on the print symbol, . A preview window will show up. If you are pleased with what you see, print out by using your browser print options.

## 2.5 The Course Catalogue

### 2.5.1 Introduction

In the menu **Course Catalogue / Courses** you find the courses offered to you by your organisation. On this site you can get information about specific courses and you can register yourself to a course.

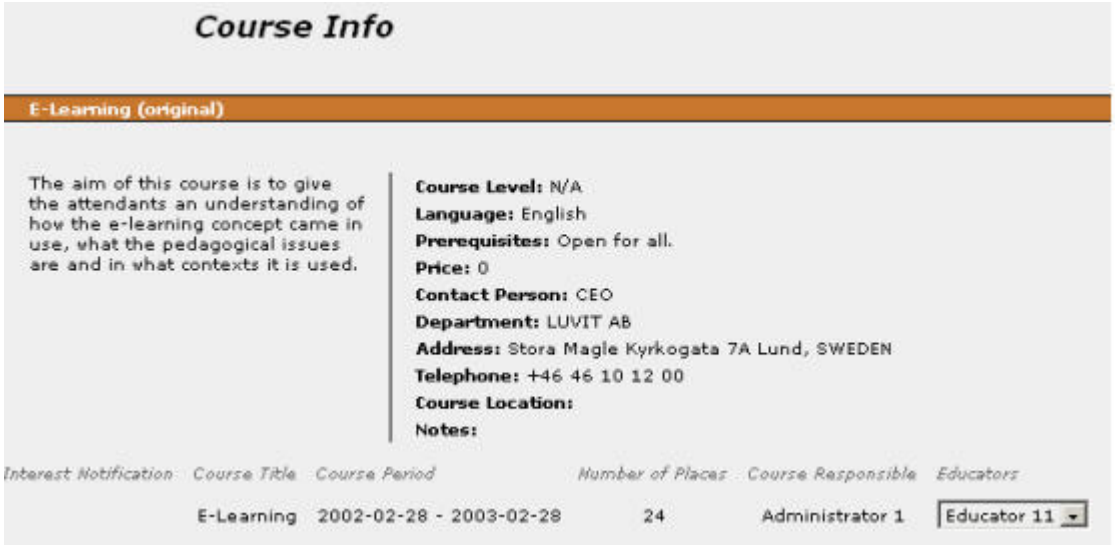



All courses are presented with ***Title, Type, Category, Language*** and ***Level***.

Use the **drop down menus** to choose what type of courses shall be **displayed**, what categories shall be displayed etc:

Click on the **blue arrows** (▼) to **sort** the Courses in relation to Title, Type etc.

When you want **more information**, click on the ⓘ -icon and a new window will appear:



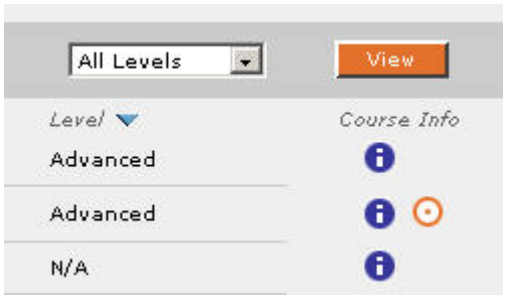

The example above is for a course that is not yet available for self-registration.

If the course is open for self-registration, you will find this symbol, , below the title ***Interest Notification***. If you click on it, a new window pops up, asking you if you want to register to the course.

If you answer Yes, you will find the course session in the menu Personal / My Courses. Just click on the underlined Title to go there.

## 2.6 Pre-test

If the course responsible has decided that you should make a pre-test before you are allowed to register to a course session, you will see this symbol, , after the Course Title.



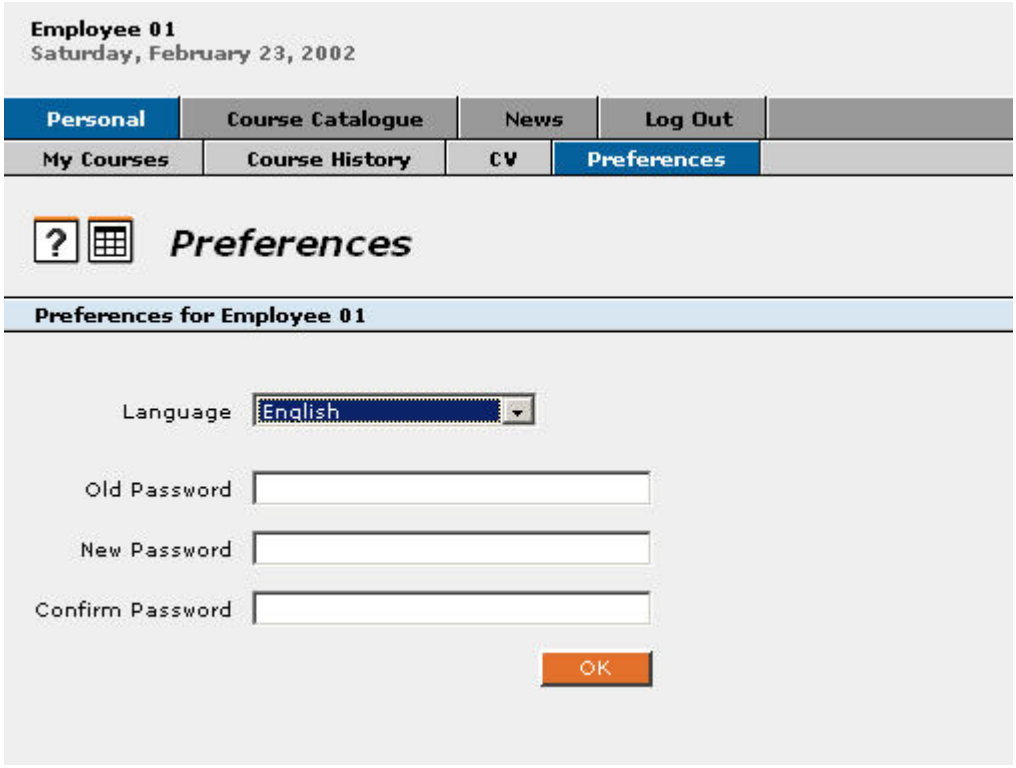

Click on the pre-test button. After a few seconds a **quiz** will appear in a new window. Follow the instructions and answer question by question. When you have answered all of the questions, click on the Finish button. If you pass the test the symbol will turn to .

You are now free to go further and register yourself to the course. Click the -button and then click on the -symbol in front of a course session. You will now find the course in the menu Personal / My Courses. Just click on the title of the course and you will be transferred to the course environment.

## 2.7 Preferences

### 2.7.1 Change System Language

You change the system language in the menu Personal / Preferences. Select language in the drop down menu.




### 2.7.2 Change Password

Password is changed in the same menu by first typing existing password and then the new one twice. Finish by clicking on the OK button.